

# Maple Grove City Council

## DRAFT Meeting minutes

September 18, 2023

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### **Call to order**

Pursuant to call and notice thereof, a regular meeting of the Maple Grove City Council was held at 7:30 p.m. on September 18, 2023 at the Maple Grove Government Center/Public Safety Facility, Hennepin County, Minnesota. Members present were Mayor Mark Steffenson and Councilmembers Judy Hanson, Kristy Barnett, Kristy Janigo, and Rachelle Johnson. Absent was none. Present also were Heidi Nelson, City Administrator; Joe Hogeboom, Community and Economic Development Director; Greg Sticha, Finance Director; Ken Ashfeld, Public Works Director/City Engineer; Jupe Hale, Assistant City Engineer; Fire Chief Tim Bush; and Justin Templin, City Attorney.

Mayor Steffenson called the meeting to order at 7:30 p.m. and led the city in the Pledge of Allegiance.

### **Additions or deletions to the agenda**

Mayor Steffenson asked if there were any additions and/or deletions to the consent agenda to which Heidi Nelson stated the following:

#### **Item amended to the agenda**

None

#### **Item amended to the consent agenda**

3J. Award sale of road reconstruction bonds - Resolution No. 23-140

#### **Item added to the agenda**

None

#### **Item removed from the consent agenda for discussion**

None

## **Consent items**

The following consent items were presented for Council's approval:

### **MINUTES**

- A. Regular meeting – September 5, 2023
- B. Joint City Council and Park Board work session meeting – September 5, 2023
- C. Work session meeting – September 5, 2023

### **HUMAN RESOURCES ITEMS**

No items to present.

### **COMMUNITY & ECONOMIC DEVELOPMENT ITEMS**

No items to present.

### **ENGINEERING ITEMS**

- D. CSAH 101 - 73rd Avenue to 83rd Avenue Project No. 23-10 Change Order No. 2

Motion to approve Change Order No. 2 to the CSAH 101 – 73rd Avenue to 83rd Avenue Project No. 22-10 in the amount of \$50,375.00.

- E. Preparation of assessment rolls and assessment hearing establishment Resolution No. 23-137

Motion to adopt Resolution No. 23-137 ordering preparation of assessment rolls and establishing hearings for certain projects.

- F. Rush Hollow Project No. 23-06 developer's agreements Resolution No. 23-135

Motion to adopt Resolution No. 23-135 approving two developer's agreements for Rush Hollow, subject to final review by the city attorney and director of public works.

G. Sureties - 09-18-23

Motion to approve the surety actions.

H. Weaver Lake Road Retaining Wall Project No. 19-09  
Change Order No. 1

Motion to approve Change Order No. 1 to the Weaver Lake Road Retaining Wall Project No. 19-09 in the amount of \$44,463.00.

**ADMINISTRATIVE ITEMS**

I. Acting city administrator September 29, 2023 through  
October 4, 2023

Motion to approve Community and Economic Development Director Joe Hogeboom as acting city administrator effective Friday, September 29 through Wednesday, October 4, 2023.

J. Award sale of road reconstruction bonds - Resolution No.  
23-140

Motion to adopt Resolution No. 23-140, providing for the issuance and sale of \$6,960,000 general obligation improvement bonds, series 2023A, pledging for the security thereof special assessments and levying a tax for the payment thereof.

K. Cancel tax levies - Resolution No. 23-138

Motion to adopt Resolution No. 23-138 canceling 2024 payable tax levies.

L. Designation of interim public works director/city engineer

Motion to designate Vince Vander Top, PE with Stantec to serve as interim public works director/city engineer for the City of Maple Grove.

M. Ordinance amendment to add club license to Maple Grove  
City Code Chapter 4 - Alcoholic Beverages - Ordinance Nos.

23-17 and 23-18

Motion to approve Ordinance No. 23-17 to add club license to Maple Grove City Code Chapter 4 – Alcoholic Beverages.

Motion to authorize the publication of the Ordinance Summary of Ordinance No. 23-17.

Motion to approve Ordinance No. 23-18 to update the 2023 Fee Schedule to include the fee for club license.

Motion to authorize the publication of the Ordinance Summary of Ordinance No. 23-18.

N. Transit Commission resignation for Mary St. Marie

Motion for the Mayor and City Council to accept the resignation of Mary St. Marie from the Transit Commission effective September 18, 2023.

O. Approve claims

Motion to approve claims totaling \$ 8,245,943.76.

**Motion by Councilmember Hanson, seconded by Councilmember Johnson, to approve the consent items as amended (Item 3J - Award sale of road reconstruction bonds - Resolution No. 23-140). Upon call of the motion by Mayor Steffenson, there were five ayes and no nays. Motion carried.**

**Consideration  
of items pulled  
from the  
agenda**

None

**Special  
business**

**Open forum**

There were no open forum issues brought before the Council at this meeting.

**ISD 279  
presentation**

Osseo Area Schools Superintendent Dr. Kim Hiel provided the Council with a brief presentation. She commented on the Building a Better Future Phase II referendum that would be before Maple Grove residents November 7. She explained Phase I focused on learning support needs and noted Phase II would focus on school building needs. She stated it has been more than 20 years since voters have been asked to reinvest in school buildings. She commented on how staff, families, and community members were involved in the process of evaluating the school district's facilities. She read the ballot question in full for the record and described the enhancements that could be brought forward.

Councilmember Hanson requested further information regarding the security enhancements that were proposed for the high schools. John Morstad, Executive Director of Finance for the School District, described the physical security needs that would be addressed through the bond.

Mayor Steffenson thanked Dr. Hiel for the presentation.

**Maria's Voice  
presentation**

Lissa Weimelt, Maria's Voice representative, invited the Council to attend the Community Tribute to Domestic Violence Awareness Month on Thursday, October 5 at Town Green. She sent her condolences to the Jansen and Parmenter families and stated her thoughts were with them as they attempt to navigate their terrible loss. She commented on how domestic violence could be prevented. She then introduced Twila Johnson, Executive Director, for Maria's Voice to the Council. She discussed how Maria's Voice was out and about in the community at Chalkfest, Maple Grove Days, Rock'n the Grove, and Ales and Tails offering survivor support and more. She explained she was always humbled by the people who share their pain and journey to wholeness with her. She reported Maria's Voice received a Community Project Funds Grant from Congressman Dean Phillips. She discussed how this grant would impact the ability to provide prevention education. She thanked city staff, the Maple Grove Police Department, and the City Council for their continued support of Maria's Voice.

Mayor Steffenson thanked Ms. Weimelt for all she does on behalf of the community.

Councilmember Janigo stated domestic violence impacted the life of one of her friends as well as her own, and she was offered help and support by Maria's Voice.

**Deputy Fire  
Chief  
Abderhalden  
oath of office**

Fire Chief Bush introduced Deputy Fire Chief William Abderhalden III to the City Council.

Mayor Steffenson administered the Oath of Office to Deputy Fire Chief Abderhalden and welcomed him to the Maple Grove Fire Department. Deputy Fire Chief Abderhalden's badge was pinned on and a round of applause was offered by all in attendance.

**2023 Fire  
Relief  
donations**

Fire Chief Bush reported the Maple Grove Firefighter Relief Association (MGFRA) sponsors charitable pull-tab gaming to raise funds supporting many worthy causes in and around the community. In 2023, MGFRA provided over \$168,000 to fund 30 projects, including emergency responder organizations, youth sports, schools and PTO, as well as a variety of other worthy causes. Since 2016, MGFRA has donated over \$250,000 to Maple Grove Fire Department and fire prevention activities supporting community outreach, as well as firefighter safety and wellbeing. It was noted MGFRA president Chris Baker was present to provide an overview of this year's recipients of funds provided by MGFRA charitable gaming.

Chris Baker, MGFRA President, explained he represents over 150 active and deferred members. He reported nearly \$170,000 was donated to the community in 2022 and in the last five years, \$700,000 has been donated to the community. He commented on some of the equipment donations that were made to the Maple Grove Fire Department. He discussed how this group was focused on the health and wellness of the firefighters. He then presented \$20,000 to the city which would be used for smoke alarms and fire fighter cancer screening.

Mayor Steffenson thanked the Fire Relief Association for their generous donations to the City of Maple Grove.

**Maple Grove  
Moments**

Mayor Steffenson recognized the 2023 Maple Grove Moments Photography Contest winning entries and photographers and thanked all of the members of the community that

**Photography  
Contest  
recognition**

participated in this contest. He explained the city received almost 500 entries from 135 residents for this year's contest. A round of applause was offered for each of the winners.

**Retirement of  
Public Works  
Director/City  
Engineer Ken  
Ashfeld**

Mayor Steffenson thanked Public Works Director/City Engineer Ken Ashfeld for his 35 years of dedicated service to the City of Maple Grove. He discussed how vital Mr. Ashfeld has been to the community while it has developed over the past three decades and wished him a long and healthy retirement.

Councilmember Hanson stated she has enjoyed working with Mr. Ashfeld over the past eight years and wished him a happy retirement.

Councilmember Barnett explained she remembered her first year on the Council because there was a lot of retirements. She stated she appreciated the fact Mr. Ashfeld has remained a constant as he has taught her a lot over the past seven years. She commented on how residents always have something nice to say about Mr. Ashfeld and she thanked him for having a positive impact on the community during his career. She wished him a long and happy retirement.

Councilmember Janigo stated Mr. Ashfeld was an institution in this community. She thanked him for his service to the community and thanked him for his artfully worded memos to the Council. She wished him all the best in his retirement and noted he would be dearly missed.

Councilmember Johnson explained she has only known Mr. Ashfeld for the past year. She thanked him for working diligently to bring her up to speed as a new Councilmember. She stated Mr. Ashfeld was irreplaceable and his contributions to the community were invaluable.

Jen Desrude, President of the City Engineer's Association of Minnesota, described the efforts of her organization. She explained Mr. Ashfeld has been a member of this organization since 1985 and has embodied the organization's mission. She noted Mr. Ashfeld was awarded the Engineer of the Year Award in 2008. She congratulated him for his years of service to the city, her organization, and to the profession. She wished

him well in his retirement.

Assistant City Engineer Hale explained he was the Vice President of the Minnesota Chapter of the American Public Works Association. He reported Mr. Ashfeld became a member of this organization in 1987 and served on various committees over the years. He thanked Mr. Ashfeld for all of his work on behalf of this organization and wished him all the best in his retirement.

Former Councilmember Phil Leith explained he enjoyed working with Mr. Ashfeld for the 20 years he served on the City Council and wished him all the best in his retirement.

Representative Bahner thanked Mr. Ashfeld for his many years of service and for making his job look effortless to the community. She reported this led to a great deal of trust between the city and the community. She wished him a very long and happy retirement.

Mayor Steffenson presented Mr. Ashfeld with a plaque and a standing ovation and round of applause was offered by all in attendance.

Public Works Director/City Engineer Ashfeld thanked the Mayor and Council for their kind words. He explained his career was not made by an individual, but rather takes a lot of people. He noted he has worked with the Mayor for a good portion of his career. He stated he appreciated the tremendous efforts of the City Council and told them they should be proud of what they do. He thanked City Administrator Nelson and the rest of his staff members for their support over the years.

## **Public hearings**

### **Arbor Lakes Gateway Project No. 23- 14**

#### **Public hearing**

Assistant City Engineer Hale stated Council previously received the feasibility report for Arbor Lakes Gateway Project No. 23-14. The project contemplates the construction of 73rd Place across the northern boundary of the site, from Kilmer Lane to the westernmost parcel line, where it is planned to connect with 73rd Place as it is extended east as part of Project Black Bear. Also included are associated storm sewer and water



**Resolution No.  
23-136**

main improvements. The cost of the improvements benefitting this development is estimated to be \$1,382,211. Those costs, together with area trunk assessments of \$1,123,389 (including previously deferred assessments) result in a proposed total assessment of \$2,505,600. Staff commented further on the proposed improvements and recommended approval.

**Motion by Councilmember Hanson, seconded by Councilmember Barnett, to open the public hearing. Upon call of the motion by Mayor Steffenson, there were five ayes and no nays. Motion carried.**

Mayor Steffenson opened the public hearing at 8:37 p.m. and asked if anyone would like to address this issue.

No public testimony was offered.

**Motion by Councilmember Janigo, seconded by Councilmember Hanson, to close the public hearing at 8:38 p.m. Upon call of the motion by Mayor Steffenson, there were five ayes and no nays. Motion carried.**

**Motion by Councilmember Barnett, seconded by Councilmember Hanson, to adopt Resolution No. 23-136 ordering Arbor Lakes Gateway Project No. 23-14, ordering plans and specifications, and approving developer's agreement subject to final review by the city attorney and director of public works. Upon call of the motion by Mayor Steffenson, there were five ayes and no nays. Motion carried.**

**Community  
and economic  
development  
items**

**Report on  
upcoming  
community  
and economic  
development**

Community and Economic Development Director Hogeboom updated the Council regarding the following:

- A manufacturer consortium would be held on Wednesday, September 20 at 8:30 a.m.
- The Planning Commission would be meeting next on

**items**

Monday, September 25, 2023 at 7 p.m.

**Engineering-  
public works  
items**

**Report on  
upcoming  
engineering  
items**

Director of Public Works/City Engineer Ashfeld updated the Council regarding the following:

- Bid letting for TH610 and Rush Creek Boulevard occurred last Friday. Staff noted the cooperative agreement would be considered in November 10 and the project would be awarded in December.
- County Road 101 was nearing completion as the finish course would be installed next week.

**Administration  
items**

**Adopt  
Preliminary  
2024 Budget  
and Levy**

**Resolution No.  
23-139**

Finance Director Sticha reviewed the proposed budget and levy in detail with the City Council during work sessions in August and September. There have been no modifications since that review. Staff summarized the 2024 budgetary and levy information for the public and City Council. At the end of the discussion staff will be looking for the City Council to set a preliminary budget and levy for 2024 so it can be certified to Hennepin County by September 30th. Based on all of the changes, staff is presenting three levy scenarios, each of which would result in a different levy amount. Staff commented further on the three proposed scenarios. If Scenario #1 is approved the result would be a 6.68% increase in the levy or an \$11 increase to the average home for the city share of property taxes for the entire year. A list of comparable cities and their proposed tax levies were reviewed. Staff commented on how inflationary pressures were impacting all communities. It was noted staff will file the preliminary tax levy with Hennepin County prior to the September 30, 2023 deadline based on the decision of the City Council this evening. Staff commented further on the proposed budget and tax levy and recommended the Truth in Taxation Hearing be held on December 4 at 7:30 p.m.

**Motion by Mayor Steffenson, seconded by Councilmember Johnson, to adopt Resolution No. 23-139, a Resolution Adopting the 2024 Proposed General Fund Levy and Budget, The Proposed Road Reconstruction Fund Levy, The Capital Improvement Plan Levy, and Setting a Budget Hearing (TNT Meeting) for December 4, 2023, at 7:30 p.m.**

Councilmember Barnett thanked staff for all of their efforts on the 2024 budget.

Councilmember Janigo appreciated how the city would be tackling some issues through the proposed budget in a fiscally responsible manner.

**Upon call of the motion by Mayor Steffenson, there were five ayes and no nays. Motion carried.**

**Report on  
upcoming  
administration  
items**

City Administrator Nelson explained that the Council has her Monday report if there are any questions. She reported the Park Board tour would be held on Thursday, September 21 at 5 p.m.

**Items added to  
the agenda**

None

**Adjournment**

**Motion by Councilmember Janigo, seconded by Councilmember Barnett, to adjourn to the regular City Council meeting on October 2, 2023 at 7:30 p.m. Upon call of the motion by Mayor Steffenson, there were five ayes and no nays. Motion carried.**

The meeting was adjourned at 8:56 p.m. by Mayor Steffenson.

Respectfully submitted,

Heidi Nelson  
City Administrator